



How to Place a GSA Order

Merge Office Interiors, Inc, dba MergeWorks, has been awarded a contract with the GSA as a source of supply for Furniture. The following is intended to be a summary of terms. The full, formal Terms & Conditions may be found on the MergeWorks websites.

| | | | |
|--------------------------|-----------------|-----------------------------|---------------------------|
| Contract # 47QSMA21D08P2 | SIN-33721 & OLM | Effective: January 27, 2021 | Expires: January 26, 2031 |
|--------------------------|-----------------|-----------------------------|---------------------------|

Products (Click link to go to Product Page):

Enclave® Desk Dividers

Enclave® Privacy Plus Wing Panel

SwitchIT™ Desk Dividers

Stackers™ Cubicle Extender Panels

Urban Wall®

Villa Wall™

Notch Wall®

EchoDeco® Baffles

EchoDeco® Shapes

EchoDeco® Wall Tiles

EchoDeco® Blade Ceiling Tiles

Glass Boards

EchoDeco® Beam Baffles

EchoDeco® Mosaic Tiles

Enclave® Sneeze Guard

Terrace Sneeze Guard

EchoWrap® Enclave®

EchoDeco® Villa Wall™

Fold-N-Roll Villa Wall™

Duplex Wall™

EchoDeco® Wall Panels

EchoDeco® Grid Baffles

EchoDeco® Ceiling Tiles

EchoDeco® Blade Wall Tiles

TruBrite™ Whiteboards

Wall Mounted Fabric Tackboards

Midtown™ Wire Management Panel

EchoWrap® Midtown™

Glide™ Wing Panel

EchoLayer™ Wall Panel

EchoDeco® Woodgrain Tiles

EchoDeco® Clouds

On-The-Grid™ Magnetic Baffle

CreSHHendo™ Baffle

For Purchase Orders including open market items, please contact Customer Service.

Discounts:

| Order Size | GSA Discount off List | Dealer Fee (of Net) |
|--------------------------|-----------------------|---------------------|
| \$100 - \$24,999 List | 52% | 10% |
| \$25,000 - \$49,999 List | 55% | 9% |
| \$50,000 - \$99,999 List | 56% | 8% |
| \$100,000 + List | Negotiated | Negotiated |

Pricing:

Prices shall be as stated on our current Product Data Sheets.
GSA orders are not eligible for SPIFFs.

Payment & Order Info:

- Maximum Order Limitation - \$250,000
- Payment terms – Net 30

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1732 Universal Blvd, Ste 101, Universal City, TX 78148
Phone: 210-988-1336 Toll Free: 800-597-1195 Fax: 888-472-3375
mergeworks.com



- Government Purchase Cards – accepted for orders at or below the micro-purchase threshold (Less than \$10,000).
- Purchase Orders for products should come from the GSA. If a PO is issued by the Dealer, the corresponding PO from the GSA must be included.
- In order to ensure payment, all PO's must match exactly in SKU and pricing. Any discrepancies must be cleared up and a PO reissued prior to the order being released to the shop.
- OLM (Order level Management) products may not exceed 33.33% of the total net price of the PO.
- Open Market products may not exceed 25% of the total net price of the PO.

Payment of Fees:

Upon receipt of payment from the GSA, MergeWorks will issue payment to the Dealer and Rep for their fees. No invoice or action on the Dealer or Rep's part is necessary.

Freight Terms / Delivery:

- Shipping only to 48 CONUS and Washington DC
- MergeWorks' published standard freight charges shall apply.
- Charges for additional Service (Lift Gate, inside delivery, etc.) may apply.
- Standard lead-times shall apply; delivery not to exceed 60 days ARO.

Completion of Installation:

Once installation of the product has been completed, the GSA end user must complete the Installation Completion Certificate and return it via email to orders@mergeworks.com. Without this form, payment from the GSA may be delayed and therefore Rep and Dealer fees will be delayed as well.

Services:

Design and installation services can be quoted and invoiced as needed by the Dealer and will be required to be on a separate PO to the Dealer. MergeWorks will not be responsible for collecting and forwarding D & I charges to the Dealer.

Warranty:

MergeWorks published standard warranty shall apply. The warranty can be found on our website.

MergeWorks' Contact Information:

Dealers may contact MergeWorks Customer Service at:

Phone: 800-597-1195

Email: orders@mergeworks.com

Revised Orders

Orders entered and Acknowledged cannot be changed or modified without MergeWorks' written consent. Any subsequent change is subject to incurred costs and to MergeWorks' ability to secure materials and labor. MergeWorks reserves the right to increase the Acknowledged price, if such a change warrants any extra charge.

Cancellations

Orders which have not entered production, and for which MergeWorks has not initiated any cost that are specific to such order (such as but not limited to ordering of fabric or parts specific to the order) may be cancelled with MergeWorks' prior written consent. However, MergeWorks reserves the right to assess a service fee at its discretion. Once production has begun, neither standard nor custom orders may be changed or cancelled.

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Returns

Merchandise may not be returned without MergeWorks' prior written consent. Authorized return merchandise is subject to a handling and restocking charge. All freight charges must be prepaid by Buyer on return shipments or they will not be accepted. Damaged materials and build to order items cannot be returned under any conditions.

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